

# E '*Specially*' DECS

*A weekly email update from the Division of Exceptional Children Services  
to Directors of Special Education on current issues, information and events.  
June 1, 2004 - Volume1, Number 4*

## **Question of the Week:**

### **What is the Special Education Traineeship Program?**

The Traineeship Program is an incentive program for regular education teachers to obtain special education certification. It is also designed to help special education teachers obtain special education in an area not previously completed. The Program is NOT a financial aid program nor can funding be guaranteed. Once an applicant is approved funding, it is usually available for three (3) semesters or 18 semester hours.

The Program was designed in the late seventies primarily as a way to assist Kentucky's rural school districts in staffing vacant special education teaching positions. The idea was to provide a financial incentive for regular education teachers, who were established in the community, to become special education teachers. In 1993, "Director of Special Education" certification was added to the areas funded. In 2004 the Program has been expanded to include the Interdisciplinary Early Childhood Certificate (IECE) tuition support program. You can reach the Traineeship Program on the web at <http://traineeship.nku.edu> or call 859-442-3506.

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*The Question of the Week will be an on-going feature of [E '\*Specially\*' DECS](#). If you have a special education question that you believe would be of general interest to other Directors of Special Education, email your suggestion to Sammie Lambert at [slambert@kde.state.ky.us](mailto:slambert@kde.state.ky.us)*

## **STISets**

### **Kentucky STISets Beginning of Year Regional Trainings**

***July 12<sup>th</sup> - 27<sup>th</sup>***

It is that time of year when schools begin to open up the new school year in STISets with respect to setting up the system to track special education data in the school system. Data needs to be set up correct at the start of the school year to satisfy state requirements for reporting purposes. To update users on the procedures and latest changes with STI and KDE, we will be conducting STISets Beginning of the Year Seminars around the state of KY.

There is no cost to the participants. It is recommended that the person(s) who enter the data in STISets on a day-to-day basis at the local school level and someone at the district level who works with the program on a

regular basis attend this training. These one-day sessions are scheduled from 9:00am to 4:00pm local time. \*\*\***NOTE:** Documentation will be available on the web site under the "Regional Training Sessions" sign up link closer to the date of the first session on July 12th.

To register please logon to the STI website @ [www.sti-k12.com](http://www.sti-k12.com), select the "Training" link on the left and under the section labeled "Regional Training Sessions" select Kentucky in the dropdown window for the regional registrations. If you need assistance with signing up for a class please contact Deven McGovern with STI at 1-877-844-0884 ext.1083 for information.

The DECS will be applying for 6 hours of credit under the Effective Instructional Leadership Act for the 2004-2006 cycle for participation in this training.

Please see complete list of dates and sites below: Sign up early - space is limited.

### **STISets Training Schedule**

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|---------|--|
| July 12 | West Kentucky Educational Cooperative - UK Ag Center, Princeton, KY  |
| July 13 | River Region Educational Cooperative - Kentucky Wesleyan College, Winchester Center building, Owensboro, KY    |
| July 14 | Caveland Special Education Cooperative - Carroll Knicely Center WKU South Campus, Bowling Green, KY            |
| July 15 | Northern Kentucky Special Education Cooperative - NKSEC Offices, Cold Spring, KY                               |
| July 16 | Central Kentucky Special Education Cooperative - George Rogers Clark High School Auditorium, Winchester, KY    |
| July 21 | Kentucky Valley Educational Cooperative - Hazard Community College Room 208 J Marvin Jolley Center, Hazard, KY |
| July 22 | Wilderness Trail Special Education Cooperative - Center for Rural Development, Somerset, KY                    |
| July 23 | Upper Cumberland Special Education Cooperative - Cumberland Inn Hotel, Williamsburg, KY                        |
| July 26 | Ohio Valley Educational Cooperative/Jefferson County - Shelby County Extension Office, Shelbyville, KY         |
| July 27 | Big East Special Education Cooperative - Grayson Conference Center, Grayson, KY                                |

### **STI**

As you know, STI has had problems with data corruption and "disappearing" data. There are several steps outlined in the rollover documents provided by STI to assist you with this problem.

1. Export all the special ed data to the "feeder" schools before rollover.
2. Make a backup of their SETS data, check the backup to ensure it is GOOD and complete backup.
3. Once rollover is complete you can import the data back into the appropriate schools.

The steps to do this are outlined below:

### ***Rollover and STISets***

In order for Special Education data to compile correctly for the following school year, some steps must be performed in STISets as a separate process from Rollover in STIOffice. However, the STISets and Rollover procedures must be coordinated.

If your school uses the STIOffice Student Administrative package, you will need to complete *Steps 1* and *2* below **BEFORE** Rollover is performed in STIOffice at your school.

#### ***Step 1 - Back Up STISets Data***

- It is recommended that data backups be performed regularly at your school. It is particularly important that a backup be made before Rollover, because Rollover creates data changes that cannot be undone. Contact your technical administrator if you need assistance with backing up your data.

#### ***Step 2 - Export Special Education Data to Feeder Schools***

- This step will transfer the necessary Special Education data to your feeder schools. Your school (or any school *sending* data) is referred to as the *sending school*.

### ***Exporting Data***

Selected Special Education is collected and compiled into a file in order to be exported. The school exporting the data (that is, your school, if you are exporting) is referred to as the *sending school*.

Perform the following steps to export data from your school:

- In the STISets desktop menu, click the                      icon.
- Select **Export Information**.
- Build a *batch* (a selection of student records to be exported) by one of the following methods:
  - Select *Grade* or *School* in the *Range Setup* (referred to as *Batch Setup* in KY) field and click the **Build Batch** button below. Then click **Continue**.

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KY Users have the additional option of selecting the *Name* of the teacher assigned to the group of student in the *Batch Setup* field.

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- Alternately, you may individually *drag* and *drop* students into the batch and click **Continue**.



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Remove a student from the batch by selecting the student and then clicking **Delete**.

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Clear the entire batch list by selecting **Clear**.

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- Under *Drive Letter and Path*, enter the location to which the data file will be saved. Typically, this location would be a folder, located either on the network drive, the local hard drive or a floppy diskette.
- Check the files to be exported.
- Click the  icon to initiate the export procedure.
- Click the  icon to view information about the exported records.

### **Step 3 - Remove STISets Students Not Needed**

If the STIOffice Rollover procedure deletes the *Exiting Grades* of students in your school, run the STISets **System Maintenance** utility, located under the **File** pull-down menu in the STISets desktop. This will set folder records to *Delete* status.

Two options are available under the **Delete Status** button in *Utility Desktop*:

1. You may delete the record of any student by selecting the student and clicking the **Delete** button. This will completely remove the record from the database.
2. If a student is listed in the *Delete Status* window and the student needs to be kept in the database for the following year, you will need to do the following for each student:
  - a. Add the student record back into the STIOffice database. The STIOffice attendance person or system administrator may need to do this for you.
  - b. Once the record has been added to the STIOffice database, select **Student Desktop** in STISets. Make sure the *Filter On/Off* box is selected, then select the *Delete* status box so that all records with *Delete* status are displayed in the student list.
  - c. Change the record of each student who has *Delete* status to the proper status.

### **Retained Students**

If a Special Education student's record needs to be retained for the following school year, the student should be retained in STIOffice. To do this:

1. Select a student record using either **Add/Edit Student Information** or **Student Desktop**.
2. Click **Options**, then click **Retain Student**.

3. The *Date Retained* will show the current date by default; this may be changed if necessary.
4. Click **OK**.

### **End of Year Data File:**

As the school year comes to a close, please remember that the 2003-2004 End of Year Data Report for Special Education is due July 30, 2004. This report includes your Exiting and Discipline data for the entire school year. Please do not forget to submit! You can access these instructions and the Excel Spreadsheets from the web at this url:

<http://www.education.ky.gov/KDE/Instructional+Resources/Student+and+Family+Support/Exceptional+Children/Forms+and+Documents/End+of+Year+Data.htm>

### **SY 2004-2005 Comprehensive Plans:**

Please remember that your comprehensive plans for the 2004-2005 school year are to be posted soon and should include your special education program information. for additional assistance in completing these plans, please contact Cheri Meadows at [cmeadows@kde.state.ky.us](mailto:cmeadows@kde.state.ky.us) or (502) 564-4201. Also, additional information on this process can be found at this url:

<http://www.education.ky.gov/KDE/Administrative+Resources/School+Improvement/Comprehensive+Improvement+Planning/Funding+and+Finance.htm>

### **Contact Information for E 'Specially' DECS**

- Sammie Lambert ([slambert@kde.state.ky.us](mailto:slambert@kde.state.ky.us)) at 502 564-4474 for information on content.

- Chris Thacker ([cthacker@kde.state.ky.us](mailto:cthacker@kde.state.ky.us)) at 502 564-5279 for technical difficulties in receiving E 'Specially' DECS.

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Forwarding of E 'Specially' DECS is not only allowed, it is encouraged. Please send to staff in your district who may be able to benefit from this information.